

**Town of Bristol, Vermont
Selectboard Meeting Minutes of
Monday, October 24, 2022**

Selectboard members present: Chair Ian Albinson, Peeker Heffernan, and Vice-Chair Darla Senecal, Michelle Perlee

Members Absent: Joel Bouvier

Staff present: Board Clerk Sharon Lucia; Town Administrator Valerie Capels; Public Works Foreman Eric Cota; Police Chief Bruce Nason; Josh Turner, Recreation Director Meridith McFarland, Treasurer Anthony Delmonaco

Others present: Jim Quaglino, Shawn Kimball (NEAT TV), Jill Marsano, Jamie Simpson, Michael Perpall, Jessica Teets, Steve Palmer, Taryn Levy, Marin Howell

I. Call to Order. 7:02 pm

1. Review agenda for addition, removal, or adjustment of any items per 1 V.S.A. §312(d)(3)(A).

Eric Cota has prices for sidewalk on Maple St and slope repair behind Howden Hall. Item V.1.A.

2. Overview of Zoom meeting operation and procedures: rules for participation, mute microphone, recognition by Chair, etc.

II. Public Forum.

Jim Quaglino – scrap idea for cost of working in ROW.

III. Department Head Roundtable.

Sharon Lucia, Town Clerk– Elections

Eric Cota, DPW Foreman – two truck plow fronts on; maintenance work; on vacation Tuesday-Monday. Peeker to check with highway crew. Basin Street repair is working well. Fixed temporarily and should last for a little while.

Bruce Nason, Police Chief – next Monday is Halloween. Please drive carefully and pedestrian’s please use sidewalk. New vehicle has arrived in Middlebury and hope to pick up this week. Will need to stencil and move equipment over. Josh Turner has been working on property and evidence and enter into the new software system. Francis Smith is setting up sharepoint so forms and other documents are more accessible. Andrew Graham will be starting as F-T Sargent November 2 and has lots of experience and knowledge. Andrew will finish going through policies and procedures for the Police

Department. Ian thanked the PD for work at Elementary School drop-off and pickup. They then go to High School to do the same.

Jill Marsano – winterization of water system is almost complete. Open blow off at Sargents and turn off water at Bristol Rec Field. Hydrants and water bottle filler has been winterized. Engineers inspection report is almost complete. Received pump back from repair and waiting to put into Water Department building.

Anthony Delmonaco – Peter Ryan is working his way out the door. Audit starting for FY2022. Taxes due November 15.

Halloween party on 10/28 and something on 10/29. Other events are coming up. Rusty Dewees in February 2023. Presentation on outdoors and Vermont. Freddie will be hosting a 50's club at Holley Hall starting 11/2.

IV. Pine Street Water Line Replacement Bond Vote Public Information Meeting.

Next meeting will be November 7, 2022. Peeker has been approached by residents outside the district that don't understand the bond. Residents also outside of the district have declined to vote. Steve Palmer, engineer, pre-engineering, engineering design work to put out the bid, construction. Replace all lines on Pine Street from 1905. 2600' total waterline from North St to Pine St. Went through a slide show; http://bristolvt.org/wp-content/uploads/2022/10/Bristol_Pine_Street_Waterline_Replacement_Design_VTM_C1.1-C2.0_2022.pdf ; Over 55% leakage rate due to cast iron pipe. Increase in catastrophic failures and system wide shutoff. Equipment will wear out faster than needs to. PER Replacement Recommendations covered (Slide 7). Project Timeline (Slide 8). Jill explained issues with build up in water lines. Anticipated Bond Pay (Slide 19); http://bristolvt.org/wp-content/uploads/2022/10/Bristol_Water_Line_Replacement_Prelim_Eng_Report_GME_August2021_Pine_St_cost_excerpt.pdf ; Briefly talked about stormwater and how it would affect the new water line. Would create more patches on pavement but wouldn't affect the water line. Discussion on Stormwater and possible timeline. State says that a permit as we're not adding additional impervious surface. Paving and stormwater would be town-wide vote.

V. Regular Business.

1. Continue discussion regarding options and potential cost proposal from the Cushman Design Group for a future location of the Bristol Police Station behind the Fire Station and steps forward. Michael Perpall, Cushman Design Group

Explained Cost proposal submitted to Town. Design Services \$18,455-\$22,505 not including reimbursable costs; show standard fee structure for engineers; outside services; sketch services (3D); Pre-Design Services; Basic Services (Schematic Design Phase); Development Phase; and other services. Bill hourly so provide range of service costs. Work with Jamie Simpson and he discussed the engineering services. Kevin Harper has said that we could use their stormwater discharge/treatment area; possible to amend Stoney Hill permits. Valerie - Funded out of building capital funding but Joel raised that this is in the Police District so it should just be the Police District residents. Bruce – undesignated fund balance. Valerie – is SB interested in moving forward? Definitely. Michael Perpall start in 2-3 weeks and could have product in 2-3 months.

Peeker made motion to contract with Cushman Design and Valerie to sign. Michelle seconded. So voted.

1.A. Eric Cota has prices for sidewalk on Maple St and slope repair behind Howden Hall.

Driveway doesn't slope correctly (Taryn Levy) so need to cut down. One side towards Church St will have to go back one more block because the sidewalk goes uphill so to make slope for ADA; and towards West St just one block. As of right now this driveway is only one. Next driveway may want the same thing. When contractor put in sidewalk, and he elevated it as requested by Town, but the incline is too steep and car scraps. Originally DPW did a fix, but it needs to be done. Has quote from Masterson's. Take out sidewalk and reshape the driveway and put sidewalk back. Still be above the road so there won't be water pooling. Received price per driveway but doesn't need to be done at same time. Neighbors' driveway isn't as bad. Includes sitework, concrete and cleanup. Peeker feels it's a reasonable cost.

Peeker Heffernan made a motion we contract with Masterson's for \$5,800. Darla Senecal seconded. So voted. Peeker Heffernan amended motion from \$5,800 to \$6,300. Darla Senecal seconded.

Basin Street is \$5,800 and will come out of DPW budget.

Howden Hall, Driscoll, Masterson and 802. Needs rip rap and trees pulled out, stumps pulled, swaled and a couple of drains. Permission to cross bank's property to get there. Curbing and flowers are included in bids. Needs to be done this fall/winter. Get it done before spring runoff. All washed out where pipes come out.

\$22,000 Masterson; 3' rock approx. 150' of wash, taking trees out and
\$26,500 – 802 Excavating
\$20,300 – Driscoll Brothers; \$90 per foot for curb damage.

Peter make motion to go with Driscoll Brothers for \$20,300. Michelle seconded. So voted. Take out of budget (capital roads). If have surplus from undesignated funds then put back into capital roads.

2. Consider the single bid submitted for the Lawrence Memorial Library front port rehabilitation project.

Architectural firm is doing report on Library – should have by end of November. Ian recommendation wants to wait and put it back out to bid next year when we know what else might need to be done. Recommend that price not be put out to public.

3. Preliminary review of the FY2021 audit.

Explained audit process; fixed access; landfill.....; check where undesignated funds are.

[http://bristolvt.org/wp-content/uploads/2022/10/V.3 Bristol FY2021 Financial Statement RHR-Smith FINAL 2022-10-20.pdf](http://bristolvt.org/wp-content/uploads/2022/10/V.3_Bristol_FY2021_Financial_Statement_RHR-Smith_FINAL_2022-10-20.pdf)

4. Review of 2023 VLCT PACIF values for Bristol properties.

[http://bristolvt.org/wp-content/uploads/2022/10/V.4 VLCT PACIF Property Valuation rate change comparisons 2022-10-21.pdf](http://bristolvt.org/wp-content/uploads/2022/10/V.4_VLCT_PACIF_Property_Valuation_rate_change_comparisons_2022-10-21.pdf)

[http://bristolvt.org/wp-content/uploads/2022/10/V.4 VLCT PACIF 083-Property Schedule 2023.pdf](http://bristolvt.org/wp-content/uploads/2022/10/V.4_VLCT_PACIF_083-Property_Schedule_2023.pdf)

[http://bristolvt.org/wp-content/uploads/2022/10/V.4 - VLCT PACIF Property Valuation Options 2023.pdf](http://bristolvt.org/wp-content/uploads/2022/10/V.4_-_VLCT_PACIF_Property_Valuation_Options_2023.pdf)

Fire Station – contents at \$74,000; guaranteed replacement costs (doesn't include vehicles) – speak with Fire Chief that the contents of the building.

5. Consider development of a Bristol River Management Plan that may include extraction of gravel from the New Haven River.

Michelle – met with State River Management. Went and looked at North Bridge. State said we won't be able to get it out – has knotweed on beds and no way to get rid of. Big rocks – nothing big enough. Would need engineering; can take out rock but can't use. No

benefit for us at this time. Don't have money to spend since we can't recoup because of knotweed. Michelle to reach out to Kristen and see what her thoughts are.

6. American Rescue Plan Act (ARPA) funding update.

Valerie to identify potential fundings sources. Committee members ranked their top 10 of all projects listed. Porter tallied them together to see where they ranked. Next is to take a step back – most were childcare and housing. AC for Holley Hall; elevator in Mason's building, improving childcare; and housing is biggest issue (nothing tangible). Electric charging station, message at FD, public restrooms, dog park, rescue squad. Take list and shape it for public to react to. November 7 is next meeting starting at 5:30 pm. Lincoln posted their ARPA list on FPF with dollar amounts.

7. Review and approval of the September 14, and September 26, and October 10, 2022, meeting minutes.

Michelle accept 9/14 meeting minutes with changes; Joel made edit pg 4 5th para – after message change to “a resident”. Peeker seconded. So voted.

8. Authorize accounts payable warrant and any liquor licenses. \$109,787.91. Liquor license 3rd class restaurant/bar license for Nomandic Chef LLC dba Tandem.

9. Selectboard roundtable.

Darla – none.

Michelle – none.

Peeker – none.

Ian – none.

Joel – none.

10. Town Administrator's report.

Revolving Loan Fund; Opioid check about \$1600, need to make decision on where to use money; stormwater permit threshold for July 2022 (Michelle – how does this affect us on town projects? For e.g. sidewalk); ground breaking for Fire House Apts on Wednesday (10/26) Ian will attend; National Fire Oct 28; Bond attorney letter for increased rates; Broadbank annual report.

VI. Other Business.

1. Correspondence, reports, correspondence received.

VII. Executive Session. Contract negotiations per 1 V.S.A. §313(a)(1)(A) and personnel matters per 1 V.S.A. §313(a)(3).

Michelle made motion to enter executive session. Darla seconded. So voted.

VIII. Adjourn.

made motion at . seconded. So voted.

Respectfully submitted,

Sharon A. Lucia
Board Clerk